

DD/S 64-3304

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DD / S REGISTRY  
FILE *Approp-Budget*

15 JUN 1964

**MEMORANDUM FOR: Executive Director-Comptroller**

**THROUGH : Director of Budget, Program Analysis, and  
Manpower**

**SUBJECT : Proposed Purchase of Dictaphone Telecord Equipment**

1. The attached correspondence reflects a desire on the part of the Collection Guidance Staff for the installation of Dictaphone Telecord Equipment which will cost about \$2,000. The request appears worthy of approval in view of the flexibility and probable stenographic savings.

2. Action Memorandum No. A-385 requires the approval of the Executive Director-Comptroller because of the precedent-establishing nature of this proposal.

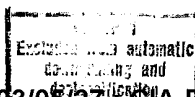
3. It is recommended that the proposed Dictaphone Telecord Equipment for the Collection Guidance Staff be authorized for installation subject to funding by the Deputy Director for Intelligence and further subject to compliance with the security requirements as set forth in the attached memorandum from the Deputy Director of Security (PPS).

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H. Gates Lloyd  
Acting Deputy Director  
for Support

**3 Attachments:**

- Att 1: Memo dtd 10 Jun 64 to DD/S fr  
C/CG, subj: "Justification for  
Voucher No. 64-29952, Dictaphone  
Telecord Equipment, for DD/I-CG"
- Att 2: Memo dtd 2 Dec 63 to DD/I-CG fr  
DD/SEC/PPS, same subject
- Att 3: Voucher No. 64-29952

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The recommendation contained in paragraph 3 is approved:



*for* **Lyman B. Kirkpatrick**  
**Executive Director-Comptroller**

*25 June 1964*  
**Date**

**Distribution:**

**Orig - DD/S w/atts**

**1 - ER**

**1 - D/BPAM**

**2 - DD/S Chrono Subject** *2* *w/atts*

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Approved For Release 2003/05/27 : CIA-RDP84-00780R000400100049-6

10 June 1964

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Justification for Voucher No. 64-29952, Dictaphone  
Telecord Equipment, for Collection Guidance Staff, DD/I

1. The Dictaphone Telecord Equipment, originally requested in October 1963, would permit dictation to be given from any two of nine different locations within the spaces of the Collection Guidance Staff (COS), DD/I. Dictation would be recorded on two centrally located recording machines and transcribed on the spot by one clerical who will be stationed near the machines full-time. The anticipated cost of the equipment is about \$1700.00 with an additional charge for installation which can't be determined yet.

2. The Deputy Chief, Logistics Services Division, commented on 2 January 1964 that this Voucher could come under para 2b of Mr. Kirkpatrick's Action Memo A-335 as a "resource" of a kind not previously required or under para 2c as potentially setting a regrettable precedent or causing management complications.

3. I believe this proposal is a "resource" which could have been "required" for many years had this Dictaphone system existed earlier. We asked for this system almost as soon as it could be bought. The system has been installed elsewhere in the government, e.g. V.A. The same argument could have blocked the introduction of typewriters, telephones and adding machines a generation or two ago. This is a new system whose chief selling points are its economy in the use of manpower--one girl able to handle the memo, letter, and notes for the record load of a whole office of executives, its flexibility--two dictations being recorded simultaneously, dictation giveable from any desk equipped with a \$7.50 phone jack, mobility for maximum use of the dictating instruments, and its efficiency in making available the services of a "Stenographer" in effect at the moment they are needed rather than forcing busy men to "wait in line" to have their material taken down. Moreover many records can be put on belts without subsequent transcription but in a form available for prompt use by anyone where a secretary's notepad can usually be read only by herself.

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4. I doubt that this proposal would constitute a regrettable precedent or lead to management complications. As an efficient productive office system its initial installation would indeed set a precedent but if its utility paid off, as I'm confident it would, the precedent would hardly be regrettable. Far from causing management complications, use of the Telecord system would eliminate many, for us as well as our seniors.

5. The system is peculiarly suited to an office such as OCS where the equivalents of Division and Branch heads are concentrated physically in one small area having supervision and exercising management over widely diversified and scattered spheres of agency activity. As an aid to management efforts to coordinate the various activities of these source systems, one could scarcely ask for a better tool than this Telecord arrangement. I am confident that it will more than repay its very minor cost; I am sure it could be used with great benefit by other Agency components, particularly in DD/S.

  
DD/I Collection Guidance Staff

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21 April 1964

MEMORANDUM FOR: Chief, Depot Stock Control, OL

SUBJECT : Purchase Requisition Voucher  
#64-29952

1. Collection Guidance Staff, and the O/DD/I have made a determination that the equipment ordered in subject requisition will be a major advantage in the CGS operation, and have decided to reactivate this order. Accordingly, it is requested that you take steps to procure this equipment.

2. A copy of the O/Security memorandum approving the purchase is attached for your information.

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[Redacted Signature Box]

Deputy Chief,  
Administrative Staff,  
O/DD/I

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Attachment

*Orig w/ attachment to PD 5/7/64*

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declassification

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DEC 1963

**MEMORANDUM FOR: Collection Guidance Staff, DD/I**

**ATTENTION**

:

CCS-227465

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**SUBJECT**

: Dictaphone Telecord Dictation System

**REFERENCE**

: DD/I-CGS Memo dated 21 October 1963 to  
Director of Security, same subject

1. The request for installation of a Dictaphone Telecord Dictation System has been reviewed, and there are no security objections to the installation of this system provided that:

a. All dictation positions and the transcribing machine will be wholly confined within Rooms 7F-33 and 7F-35.

b. All of the wiring for subject system will be wholly confined within the two rooms mentioned above.

c. The line running from the speakers to the transcribing machine will be installed within a rigid conduit, exposed throughout its length for easy inspection.

d. The conduit and system will be inspected daily by users to insure that cross connections have not been made.

e. The conduit shall not be placed in close proximity to other lines such as telephone wires and power cables.

f. The speaker unit shall not be placed in close proximity to other telephones or telephone lines in the room.

g. Provisions must be made to insure that the room housing the transcribing unit is occupied at all times while the system is in use or while any material is on the transcribing belt in accordance with HR

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h. The removal of the belts from the machine will be the responsibility of the person who last uses it at the close of business each day.

1. The machine will be included as a part of the formal security check system.

2. Used belts shall be stored in a manner consistent with the material transcribed on them, and if found on the machine subsequent to the security check will be considered an exposed classified material security violation.

3. Should any questions arise concerning this memorandum, please contact the Chief, Survey Branch, Physical Security Division, extension

Deputy Director of Security (PPS)

**COORDINATION:**

Chief, Special Security Center

DATE

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